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5 January 1952

CAREER SERVICE COMMITTEE

Working Group on TRAINEES

Minutes of 5th Meeting 18 December 1951 11:00 A.M.

Present:

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1. The minutes of the 4th Meeting were approved as distributed.

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2. [REDACTED] in the absence of a Chairman, presided. The new members of the Working Group were introduced and the reorganization of the Group, in view of the unavailability of some of the original members, was discussed. It was agreed that the early selection of a Chairman and the adoption of an agenda were immediate requirements. In view of the fact, however, that three of the principals were represented by alternates, it was agreed to make these two matters the first order of business at the next meeting.

3. The Working Group took note of the request of the Career Service Committee for a report, preliminary if necessary, by the first of February.

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4. [REDACTED] discussed briefly the sequence of steps that are now followed in recruiting and processing Trainees.

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5. [REDACTED] presented a brief resume of the curriculum of the Trainee Program but pointed out that [REDACTED] (absent on account of illness) would be in a better position to discuss this phase of the directive.

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6. There was discussion of the problem of training other new employees of CIA in the GS-5 to 9 bracket who were not selected for this particular program. It was pointed out that the time for greatly enlarging the program and making similar training mandatory for all comparable new employees might be approaching. Such a move, however, would be dependent on the availability of adequate numbers of competent instructors.

7. It was agreed that the next meeting would be held after the Christmas holidays.

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8. The meeting adjourned at 12:30 P.M.

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